

**Subject: Proctoring Services**

**Purpose:**

To support the educational and career goals of library users by providing test proctoring services.

**Policy:**

MFRL provides examination/test proctoring services to support library patrons' educational and career goals. While proctoring services are provided for free, the student is responsible for any additional costs including printing and postage costs. MFRL will proctor paper and/or online tests. Use of library computers for examinations is subject to MFRL's Acceptable Internet Use and Safety Policy (MFRL 112) and all applicable guidelines on public computer use.

MFRL cannot provide persistent monitoring of students while they are taking examinations/tests.

MFRL cannot guarantee the availability of a private workspace or a quiet environment.

MFRL staff cannot proctor an examination without verification that our proctoring services are consistent with the policies of the testing institution. Therefore students requesting proctoring services must register with their library branch in advance of their examination. This will provide time for library staff to confirm our services are in compliance with the institution's policies.

MFRL is not responsible for interruptions or errors that occur due to failures of internet connectivity, computer hardware or software, power supply or other building and/or public safety emergencies.

Students should register for proctoring service in person, via telephone, or through the library Proctoring Registration Form at least three days before planning on taking a test.

**References:**

- **MFRL 112: Acceptable Internet Use and Safety Policy**

**Attachments:**

- None

**Approval:**

MFRL 110

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Montgomery-Floyd Regional Library Board of Trustees

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Date: September 18, 2019

Natalie Cherbaka, Chair